

Request for Proposals

City of Birmingham, Alabama

Community Development Home for All Operational Capacity Building Opportunity

I. INTRODUCTION

In the department of Community Development at the City of Birmingham (CoB CD), we envision a Birmingham where all communities thrive. Home is at the heart of this. Driven by our passion for people, we aim to bring inspiring solutions to every community in Birmingham and to make healthy, dignified, and sustainable housing into homes attainable for all. To be successful, we are creating programs that meet the needs of our residents while supporting the capacity of our partners to apply innovative solutions.

Thus, we are excited to launch our new pilot program, Home For All, to serve our most chronically unhoused who may be seeking alternative options for safe sleeping that include wrap-around services to prepare for more transitional or permanent supportive housing options. This pilot will also build the capacity of local providers to manage safe sleep while sharing resources to create the conditions people need to move toward sustainable housing. We will work with selected providers to create and operationalize this pilot program to house and support participants to get on a pathway to home. Applicants will propose a 12-month operational budget, and a programmatic and design plan to support the number of residents and micro shelters they are requesting.

II. PROGRAM GOALS

The CoB CD's goals for this program include the following:

- a. Meet an immediate need for safe sleeping for our neighbors hardest hit by housing challenges
- b. Strengthen the capacity of public service providers to create proven operational and programmatic partner-led interventions
- c. Create a pathway to permanent housing with consistent case management which research presents leads to the best long-term outcomes for individuals and communities
- d. Assess the efficacy of our pilot and leverage lessons learned for future sustainable housing opportunities
- e. Support a community of practice for providers to learn together

III. BACKGROUND

This pilot is one step in our journey, but it is a critical one. On any given night there are around 900 people in shelters or unhoused in Jefferson County. Over two hundred and sixty of which are chronically unhoused experiencing at least two episodes of shelter living and have a substantiated need for long term case management and supportive services. On those freezing nights, the difference between no shelter and shelter can mean life and death. Many more are at

risk. A financial survey in 2019 shared that 59% of Americans were one paycheck away from experiencing homelessness. The pandemic's impact over the past two years has only exacerbated that risk and made homelessness a reality for many more. Our pilot supports meeting an immediate need while exploring opportunities to find effective operational and programmatic models that can be an example for cities across the nation.

IV. OVERVIEW

- a. **Funding:** The City has currently identified funding to potentially support the operation of several Home for All sites for 12 months estimated to begin May 2023, ending May, 2024. Additional funding may become available.
 - i. Funds for this solicitation may become renewable annually, depending on the availability of funds, successful performance of contract obligations, and compliance with City of Birmingham mandates. Annual funding may increase or decrease depending on availability of funding.
 - ii. All Providers must be willing to comply with grant funding laws and regulations and have the operational capacity to do so. These requirements may include federal record-keeping, reporting and financial requirements and record keeping and data collection that may be required by the City.
 - iii. In addition to the City funding currently available, Providers may include other sources of grant funding that may be available to their organization to assist with the cost and implementation of services. Other anticipated sources of funding should be identified in the proposed project budget.
- b. **Candidates:** Ideal candidates are non profits, religious institutions, community based organizations with a community focused mission, or any 501 c3's working in the field to support neighbors experiencing homelessness and who are interested in expanding their capacity. Partnerships across multiple organizations and with multiple sectors is encouraged. However, one primary applicant should apply and must be a non-profit.

V. SCOPE

The City is seeking respondents to serve as the Primary Provider and manager of the Site. The City is interested in learning about interest and capacity in meeting the homeless service needs as outlined in the below Scope of Services. The City is seeking Providers to identify sites at which they will serve as the primary contractor and manager of the site. The Provider may sub-contract for services not provided by the primary contractor. Providers must detail the services provided, the services sub provided, and the overall integration approach and plan.

- a. **City Provided Scope of Services:** The City, will provide, will have prepared, and will cover the costs of, the following at the managed site:
 - i. Micro shelters, 64 sqft (based on requested amount, design adherence and available amount) - each unit will include heat, air conditioning and electrical (each shelter will have one bed). The City anticipates that the Micro shelters will be organized in a manner to facilitate smaller communities within the site. Attached, as Exhibit A is a potential site plan. However, the City welcomes respondents to the RFP to make suggestions for the organization to the Micro shelter pods.
 - ii. Perimeter fencing

- iii. Double Bathroom/ shower unit, 100 sqft (1 per 10 people)
 - iv. Community Shelter, 400 sqft (1 per site)
 - v. Site Lighting
 - vi. Electrical for climate controls to micro shelters
 - vii. Plumbing for restroom facilities
 - viii. Site clearing
 - ix. Anchoring shelters and adding footings
- b. Providers are expected to provide wrap-around services onsite or coordinate for wrap-around services offsite that can be included in the operational budget to be funded by the City. Services could include but are not limited to:
- i. Housing navigation
 - ii. Mental Health Services
 - iii. Crisis Intervention
 - iv. Benefit Navigation
- c. The city may support or cover the costs of additional design features such as:
- i. Food service area
 - ii. Designated smoking area
 - iii. Secure bike storage
 - iv. Pet run
 - v. Designated Area(s) to accommodate other strongly desired programs
 - vi. All monthly utility costs
 - vii. Additional design features such as urban art, landscaping, murals, etc.
- d. Required Scope of Services:
- i. Site management, including staffing for operations, security and property management. Respondents may include additional physical amenities beyond what the City will provide. For example, respondents may include additional outside common areas.
 - ii. Site cleaning and maintenance.
 - iii. Micro-Shelter cleaning and maintenance
 - iv. Waste receptacles and waste service
 - v. Access to potable water
 - vi. Development and implementation of site rules and procedures. Rules shall be based on preventing conduct that harms others' health and safety and consider COVID-safe protocols.
 - vii. Site User Violation/Grievance Procedure that includes: • Notice with specific information explaining misconduct and how it violated site rules; • Grievance process & meeting with site user; • Reasonable Accommodation Process; • Just-cause required; and • Referral to appropriate service/shelter alternatives if residents must leave.
 - viii. Outreach to and coordination with service providers from the County, local non-profit providers, hospitals/clinics and other organizations to facilitate connections to services provided by those entities. County services may include but are not limited to housing navigation, mental health services, crisis intervention and benefit navigation.
 - ix. Coordination with the community to address issues that arise in nearby areas.

- x. Security to include the prohibition of narcotics, alcohol, weapons of any kind, and other potentially dangerous materials (such as propane canisters, propane lighters, kerosene lanterns, etc.). Prescription medications must be inventoried. Narcotics and alcohol use is not permitted in the shelters.
- xi. Intake of persons entering the site, including demographic information for HUD reporting purposes.
- e. Alternative Scope of Services strongly desired:
 - i. Storage for participant belongings.
 - ii. Ability to accommodate pets.
 - iii. Security Center (for video monitoring and entry security).
 - iv. Transportation to recommended service provider appointments.
 - v. Outdoor meal prep area and supplies.
 - vi. Mobile office space and supplies.

VI. PROPOSAL REQUIREMENTS

- a. **Proposal Content and Organizations:** Name, address, phone number, email of the individual submitting the application and/or organization(s), and proposed site location. If an organization, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified. If proposers submit as a team, the submission must identify team members as well as the key point of contact for City of Birmingham staff. Each person's role and responsibilities must be identified.
- b. **Table of Contents:** The table of contents should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers or tabs, if appropriate.
- c. **Provider and Team Members Experience:**
 - i. State the names and titles of key members of the provider team.
 - ii. Provide a narrative describing the applicants background, history, and experience. Provide examples of similar completed developments.
 - iii. Years of operation – State the number of years your firm has been involved in the residential development industry, and the volume of units built and delivered over the last five years.
 - iv. News or press – Include any recent press or news articles regarding your company's projects or initiatives.
- d. **Project Description:** One-page narrative describing what is proposed and intended impact.
- e. **Site Selection and Operations:** The proposed development must comply with all building, zoning, stormwater management and fire code safety requirements. Service providers should consider properties zoned commercial or light manufacturing as these locations are close to jobs, transit and other essential services. The following items shall be required for review, upon selection of finalists, by the Department of Planning,

Engineering and Permits. These items are requested to ensure compatibility with adjoining land uses and to ensure the character of existing neighborhoods is maintained.

- i. Site address
- ii. plan showing the following:
 1. Site The direction of north, appropriate scale
 2. The proposed location, setbacks and heights of all structures (including building separation)
 3. The use of all structures and premises (including dumpster or waste disposal system)
 4. The areas and proportionate amount of parking to be developed
 5. The location of streets, driveways and walks
 6. Location and areas of illumination of all exterior lighting
 7. The location, size, number and character of all new, exterior signs
 8. The location, character and extent of landscaping, retaining and screen walls and other treatment for the protection of adjoining property, including any proposed buffers adjacent to single-family uses
 9. The facilities for surface drainage of the premises
- iii. Additional location characteristics such as proximity to transit, public services and/or wrap around services should be provided.
- iv. Licensed, stamped engineered specifications should be submitted for review by Permitting.
- v. The site and all proposed plans should meet ADA requirements.
- vi. Any flood-prone properties are subject to review for additional requirements.
- vii. Stormwater Plan - This plan shall describe how stormwater shall be managed on the site, including waste and inlet protection (i.e. inlet covers to prevent contamination) and plans for directing water runoff.
- viii. Operation and Maintenance Plan - This plan shall describe details regarding the day-to-day maintenance and operations of the site. Items for consideration include:
 1. Management Structure
 2. Services Provided
 3. Rules for Admission
 4. Occupancy Limits
 5. Provisions/Supplies Provided
 6. Pet Policy and Companion Animals
 7. Weapons Policy
 8. Substance Use Policy
 9. Sanitation Management
 10. Violent and Inappropriate Behavior Policy
 11. Critical Incident Response
 12. Infectious Disease Policy
 13. Pest Control
 14. Staff Responsibilities and Training
 15. Inclement Weather Plan

- ix. Site Security Plan & Safety Plan - This plan shall describe how security will be addressed on site, including who shall have access to the site, hours of operation and description of security methods (cameras, security personnel, etc.). The Safety Plan shall describe on-site safety measures such as incident management, emergency contact information, fire prevention and protection (including measures to address the storage of personal belongings and other items impacting ingress and egress within the site), personal protective equipment, evacuation plan and inclement weather plan. It is recommended that site infrastructure include exterior fencing, locking gate/monitored entrances, and operable lighting. A zero-tolerance policy toward violence, abuse of power, threats/intimidation, sexual harassment/assault, or discrimination of any kind is recommended.
- x. Additional Information Requested - The City requests Respondents to provide information on how the following services could be included as a part of site operations:
 - 1. Food Service Area. Site operations should allow for meal services or a common kitchen area (or a combination thereof) to be available. This includes access to clean, safe drinking water. Please propose how best to accomplish this goal.
 - 2. Hygiene Facilities.
 - a. Laundry service availability should be recognized as a valuable amenity for individuals using the site. Please propose by what means a potential solution can be achieved to enable site users' access to laundry services.
 - b. Well-maintained toilets should be available at all times. Please include the location and number of all toilet facilities.
 - c. Access to shower facilities will be included on site. Please propose by what means individuals using the site can access showers.
 - d. Well-maintained hand-washing facilities are mandatory and must be available at all times. Please include the proposed number of hand-washing stations on the site.
 - 3. Transportation Access. The site should not be more than one mile from an active public transportation hub allowing access to essential services such as food, healthcare, public benefits, and employment. Where not possible, shuttle services or other alternative transportation should be provided. Accommodations should be made for people with disabilities who are unable to access general means of transportation.
 - 4. Support Services. Operators should engage residents in supportive services/case management. Supportive services must be client-centric with an emphasis on attaining stable housing, publicly available benefits, holistic health care, vital documents, and employment.

- f. **Financial Plan:** Submit a concise description of the anticipated general financing for the project. Include the following details: Provide a complete project budget. This should include all professional services, and all other soft and hard costs related to the completion of the entire project.
- g. **Project Timeline:** Provide a projected schedule for the 12 month pilot with key milestones identified, including but not limited to meetings related to final design and plans, key milestones, and final payment request.

VII. PROPOSAL SUBMITTAL DEADLINE Proposals must be received no later than **4:00PM CST, Tuesday, January 31**. An e-mail transmission of the Proposal in PDF may be submitted to housingandcommunityinfo@birminghamal.gov. No proposals received by fax shall be accepted. All submitted proposal materials become the property of the City. Proposals received after this deadline will not be opened and will be disqualified from further evaluation.

Proposing entities must address the email with their proposal package:

REQUEST FOR PROPOSALS CITY OF BIRMINGHAM DEPARTMENT OF COMMUNITY DEVELOPMENT
CAPACITY BUILDING CONSULTANT

VIII. SELECTION PROCESS AND CRITERIA

- a. **Evaluation:** The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:
 - i. **Responsiveness 10%**
Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.
 - ii. **Experience 25%**
Team members have experience completing projects of a similar size and scope, experience with working with municipalities.
 - iii. **Site Location, Design and Operations 30%**
Site location, design and quality of proposed operations.
 - iv. **Completed Project Value 25%**
Proposal maximizes the use of funds.
 - v. **Project Timeline 10%**
A complete and realistic project schedule to completion.

After written proposals have been reviewed, discussions with prospective finalists will be required to have a discussion and site visit to ensure the viability of the proposal. The City reserves the right to negotiate with the selected provider to ensure compliance with City of Birmingham requirements, planning, zoning, safety and cost considerations of the proposed program. The City shall not be obligated to accept any proposal but shall make an award in the best interest of the program.

- b. Selection Process** The program provider selection process will involve the following primary steps:
- i. Information Sessions: There will be two information sessions open to all potential applicants. The purpose of these sessions are to ask questions and receive any additional information necessary to submit a quality application.
 - ii. Proposal Review: During the proposal review process, the review committee will select finalists based on the above criteria. The committee will work with finalists to ensure proposals meet city safety and planning guidelines.
 - iii. Finalist Site Visit: Our review committee will schedule site visits with finalists to create a viable design and layout for the pilot.
 - iv. Community Engagement: Our team will support finalists to conduct community engagement sessions with the surrounding community to share potential proposals and incorporate feedback.
 - v. Staff Recommendation of Selected Developer: Once proposals are finalized. Our team will recommend approval of providers.
 - vi. Administrative Approval of Selected Developer: The selected providers will then move through the administrative approval process which can take up to 30 days.
 - vii. Finalize Contract/Development Agreement

c. Selection Timeline

- i. Information Session 1: Tuesday, January 17, 2023 @5pm
- ii. Information Session 2: Thursday, January 26, 2023 @10am
- iii. Proposals due by: Tuesday, January 31, 2023
- iv. Finalist notified: Tuesday, February 14, 2023

IX. RULES GOVERNING COMPETITIVE EVALUATION

- a. **Examination of Request for Proposals:** Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.
- b. **Contract Negotiation:** The highest-ranked providers will enter into negotiations with the City. If an agreement cannot be met, the City will notify the provider and stop negotiations. Then the next highest providers will enter into negotiations. This process may continue until successful negotiation(s) occurs. The City reserves the right to cease any negotiations with any provider should it be in the City's best interest.

- c. Completeness, Addenda, Rejection, Cancellation, Preparation Cost:** This Request for Proposals (RFP) has been prepared by the CoB CD and does not purport to be all-inclusive or to contain all of the information a prospective consultant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. The CoB CD reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The CoB CD reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the CoB CD's best interest. All materials submitted in response to this RFP become the property of the CoB CDs. The CoB CD will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.
- d. Questions and Comments:** Any Requests for Information (RFI) regarding this RFP must be submitted by email to Meghan Venable-Thomas at housingandcommunityinfo@birminghamal.gov. RFIs shall be accepted no later than Monday, January 23, 2023 at 12:00 pm. Final Supplemental Instructions shall be issued no later than Friday, January 27, 2023 at 12:00 pm concerning any RFIs received.

All proposals must be received by Tuesday, January 31, 2023 by 4:00 pm at the email address shown above. Please submit 1 copy of your proposal with all attachments in a digital Portable Document Format (PDF). The email subject line should read: REQUEST FOR PROPOSALS CITY OF BIRMINGHAM DEPARTMENT OF COMMUNITY DEVELOPMENT CAPACITY BUILDING CONSULTANT

Exhibit A. Example Site Plan

DRAFT SITE PLAN (V.1)
SITE NAME: BEACON VILLAGE
ADDRESS: 621 NE 76th Ave, Portland, OR 97213
POTENTIAL UNIT COUNT WITH 10FT SPACING:
TOTAL: 10 @ 64SF

PROJECT KEY

-  64 SQUARE FOOT PALLET SHELTER, DIMENSIONS: 8'6" x 7'6"
-  COMMUNAL TABLE WITH SHADE, EACH TABLE WITH 6' DIAMETER
-  TREES/GREENSPACE

